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FACULTY SENATE EXECUTIVE COMMITTEE

17 September 2007, 3:00 p.m.
Champ Hall Conference Room

Agenda

- 3:00 Call to Order** Doug Ramsey
Approval of [Minutes of August 27, 2007](#)
- 3:05 Announcements** Doug Ramsey
- 3:10 Information Items**
1. [Parking Committee Report](#) Lisa Leishman
 2. [Graduate Council Report](#) Byron Burnham
 3. Honors Program Report Doug Ramsey
- 3:40 Key Issues and Action Items**
1. PRPC Items ([see PRPC Agenda](#)) Doug Ramsey
- 3:50 New Business**
1. [Support of the President's Signing of the Climate Commitment](#) Jenny Norton
 2. [LEEDS Certification for all New Buildings](#) Jenny Norton
- 4:10 Adjournment**

**USU FACULTY SENATE EXECUTIVE COMMITTEE
MINUTES**

**August 27, 2007, 3:00 p.m.
Champ Hall Conference Room**

Present: President Stan Albrecht, Provost Raymond Coward, Doug Ramsey, Byron Burnham, Steve Burr, Daren Cornforth, Jake Gunther, Ed Heath, John Kras, Pat Lambert, Flora Shrode, Dallas Holmes (for Adrie Roberts), Vincent Wickwar, and Andi McCabe

Excused: Mike Parent, Brian Atwater

Invited Guest: Michelle Larson, Will Popenдорf

Doug Ramsey called the meeting to order at 3:00 p.m.

Approval of Minutes of April 16, 2007

Steve Burr motioned to approve the April 16, 2007 minutes. John Kras seconded the motion; motion carried unanimously.

University Business

1. President Albrecht announced that he and the Provost are meeting with the new 101 Dominican Republic students; this added to the number bringing the total up to 143 this year. Last week the Prime Minister of Education was here last week signing the agreement to add these additional students. There are also now more than 30 graduate students.

On Wednesday, the first contingent of Armenian students will be celebrating on campus. These students were selected through a national competition and are being supported by Jon Huntsman. These students are the cream of the crop, the best and brightest of the group. Initially two-thirds were going to the U of U and one-third here, now all are coming to USU.

2. Provost Coward wondered if the information included in the letter he had previously sent to the department heads was getting out. He is interested in getting the word out to all faculty. Ed Heath said that the letter was shared in his department meeting just that day and he thanked the Provost and the President for the increase in the operating budgets. Others had not yet heard anything. The majority felt that the department heads should be the ones to share it with their faculty members.
3. Provost Coward stated that enrollment is not finalized until day 15, but going into day 1, our freshman class will be larger than last year's and the year before. In the last two-year period, we have added approximately 800 new students to the freshman class. We continue to have increases in our out-of-state enrollment. One out of every four in our freshman class are from out-of-state, about a 20% increase over last year.

We are returning more of the one-time recycling fees and adding back 1.6 million dollars into the academic enterprises. The President hopes to eliminate this as we make progress on the enrollment numbers.

4. President Albrecht shared that the capital campaign is going well; nine out of eleven cities have been visited. We have two more to visit- Washington D.C. and New York- which will be in September. In each stop along the way, we have had individuals who have reconnected with the university that will play an important role as we go forward with the comprehensive campaign. There are three substantial gifts that we may be able to announce sometime before the end of this year and hope to announce two of those in October in time to celebrate with the Old Main event. We have received to date over \$113 million and have more than 27,000 gifts overall.
5. On the capital side, the AG Appropriations bill includes \$8 million for programming and planning money for our new building across the quad. It was more than were had planned for, so that is very positive in our favor. Other projects include the amazing North Endzone project, the sports medicine complex, the Living Learning Center is now complete, making good progress on the next building project for the College of Education; the groundbreaking occurred earlier this year out at the Vernal campus and we hope to announce the second building there as part of the capital campaign.

John Kras added at this point that the conversation on campus about the President and the Provost has been positive. It is the first time in his twelve years he feels everyone is on board and moving towards the goals we have set. He commended the President and Provost for taking the university in this direction.

Executive Committee Orientation

The charter of this committee is to set the agenda for Faculty Senate and to act as a filter for the Faculty Senate. The Senate Handbook will be kept updated on the web, as the printed copy quickly becomes out-of-date. The handbook has the core material for both the Faculty Senate and the Faculty Senate Executive Committee. The committee is comprised of representatives from each college; one rep each from Libraries and Extension; the FS

president, FS president-elect, and now the FS past-president; a presidential appointee; and the university president and provost as ex-officio members. Doug also stated that if members need to be absent, they must identify a senator from their college to take their place.

Announcements

1. Doug Ramsey announced the approval of the proposed policy amendments that were set forth at the end of last year that include the Faculty Diversity, Development, and Equity Committee; adding the position of Faculty Senate Past President; changing the format of the Faculty Forum; replacing Extension with Regional Campuses and Distance Education for representation on the EPC committee; and revising the membership of the Curriculum subcommittee of EPC.

John Kras motioned to place the Provost's Letter to Department Heads on the Information Items agenda of the Faculty Senate meeting on September 10, 2007 and also the Board of Trustees' approved policy amendments on this and all future Faculty Senate Information Items agenda. Dallas Holmes seconded the motion; motion carried unanimously.

Information Items

1. **Athletic Council Report** – The final 2006-2007 budget numbers are not resolved yet and the Athletic Council has not met to hear the final numbers, nor have they been in a position to approve the budget for 2007-2008.
John Kras motioned to move the Athletic Council Report permanently to the agenda of the October FSEC meeting for the December Faculty Senate meeting. Pat Lambert seconded the motion; motion carried unanimously.
2. **Calendar Committee Report** – Michelle Larson reported the actions taken by the Calendar Committee as well as proposed calendars for two upcoming academic years. The main change is that the fall break was implemented last year, and the fallout has been an imbalance in the number of Monday-Wednesday-Friday classes in Fall Semester. The committee discussed the fact that in the Spring Semester, we hold Monday class schedule on the Tuesday after President's Day to help with that imbalance. The same type of procedure is being proposed for Fall Semester where we will hold a Friday class schedule on the Thursday before fall break. The proposal is to revise next year's academic calendar 2008-2009.

Dallas Holmes motioned to place this report on the Action Items agenda of the September 10, 2007 Faculty Senate meeting. Bryon Burnham seconded the motion; motion carried unanimously.

Consent Agenda

1. **Approval of Committee Appointments and Nomination of Additional Member of the Committee on Committees** – Will Popendorf submitted for approval the Committee on Committees' recommendations for Senate appointments on Senate committees and university committees that include Senate representatives.

John Kras motioned to accept Item #1 of this report on the Consent Agenda and Items #2-4 on the Action Items agenda of the September 10, 2007 Faculty Senate meeting with a few minor recommended changes. Daren Cornforth seconded the motion; motion carried unanimously.

New Business

1. **Conflict of Interest** – Doug Ramsey presented a request he received over the summer asking the Senate to review how the conflict of interest policy reads. The particular request involves faculty requiring students to buy their own published textbooks and how much in royalties the faculty member makes on the sale of those books.

Pat Lambert motioned to move this item to the New Business agenda of the September 10, 2007 Faculty Senate meeting as a possible charge to BFW to review. Flora Shrode seconded the motion; motion carried unanimously.

2. John Kras proposed a new business item to request the appointment of an ad-hoc committee to look at Faculty Code language and identify potential issues and bring them to the Senate. These would be items that are not issue-driven and intended for PRPC. The committee should only last a year but may be extended at the request of the Senate. It was decided that Doug Ramsey will contact Britt Fagerheim, chair of the PRPC committee, and ask for their thoughts on a new 'Faculty Code Review Committee'. This item will be placed on an FSEC meeting as an Old Business item once Doug receives feedback from PRPC.

Adjournment

Ed Heath motioned to adjourn the meeting. Flora Shrode seconded the motion; meeting adjourned at 4:00 p.m.



ANNUAL REPORT
2 0 0 7



Utah State University
Parking & Transportation Services



*In Memory of
Stacy S. Simper
1963 - 2006*

*A dedicated employee of Parking and
Transportation Services for over 17 years
She will be missed by all.*



USU PARKING & TRANSPORTATION SERVICES

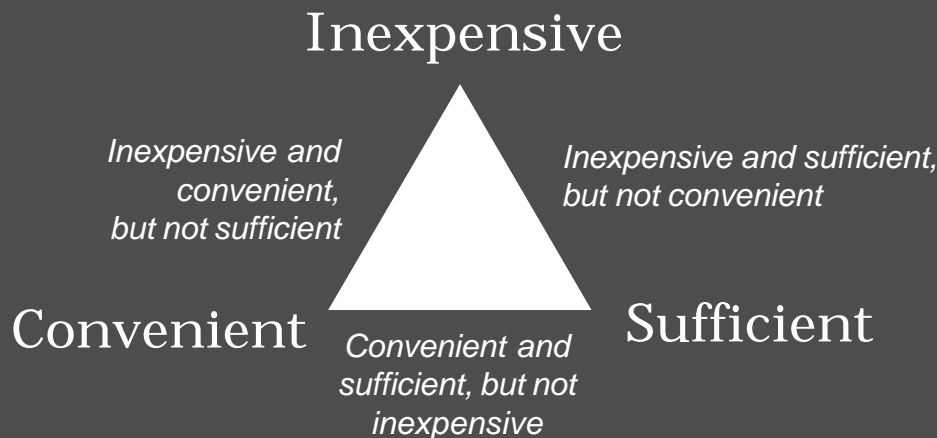
Lisa Leishman, Director
7100 Old Main Hill
840 East 1250 North
Logan, UT 84322-7100
435.797.3414
www.usu.edu/parking

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V i s i o n S t a t e m e n t

Parking and Transportation Services will provide the highest value service in an efficient, responsive and accountable manner. We ensure parking and transportation needs are met for all users. Central campus lots have a higher value and cost. The outer lots are more economical but maintain a high value with the availability of the shuttle service. The shuttle system bridges the less convenient parking by providing transportation service to convenient stops at central campus destinations. Our management is based on the philosophy of a parking triangle with the principles of convenience, inexpensive and sufficient at each point.



Two principles of the parking triangle can be met, but not three. If the parking is inexpensive and convenient, it will not be sufficient. If there is sufficient parking and it is inexpensive, it will not be convenient. And if there is sufficient parking and it is convenient, it will be expensive.

Parking and Transportation Services will be operated through the application of the principles of an enterprise. This means that full cost recovery will be generated via a variety of parking rates generally based on the value of the service. The gross revenue will be adequate to cover all costs of operation, including planning for the future growth of the campus community. We are sensitive to our customers and treat them at the highest level of courtesy under any situation.

PURPOSE

(What We Do)

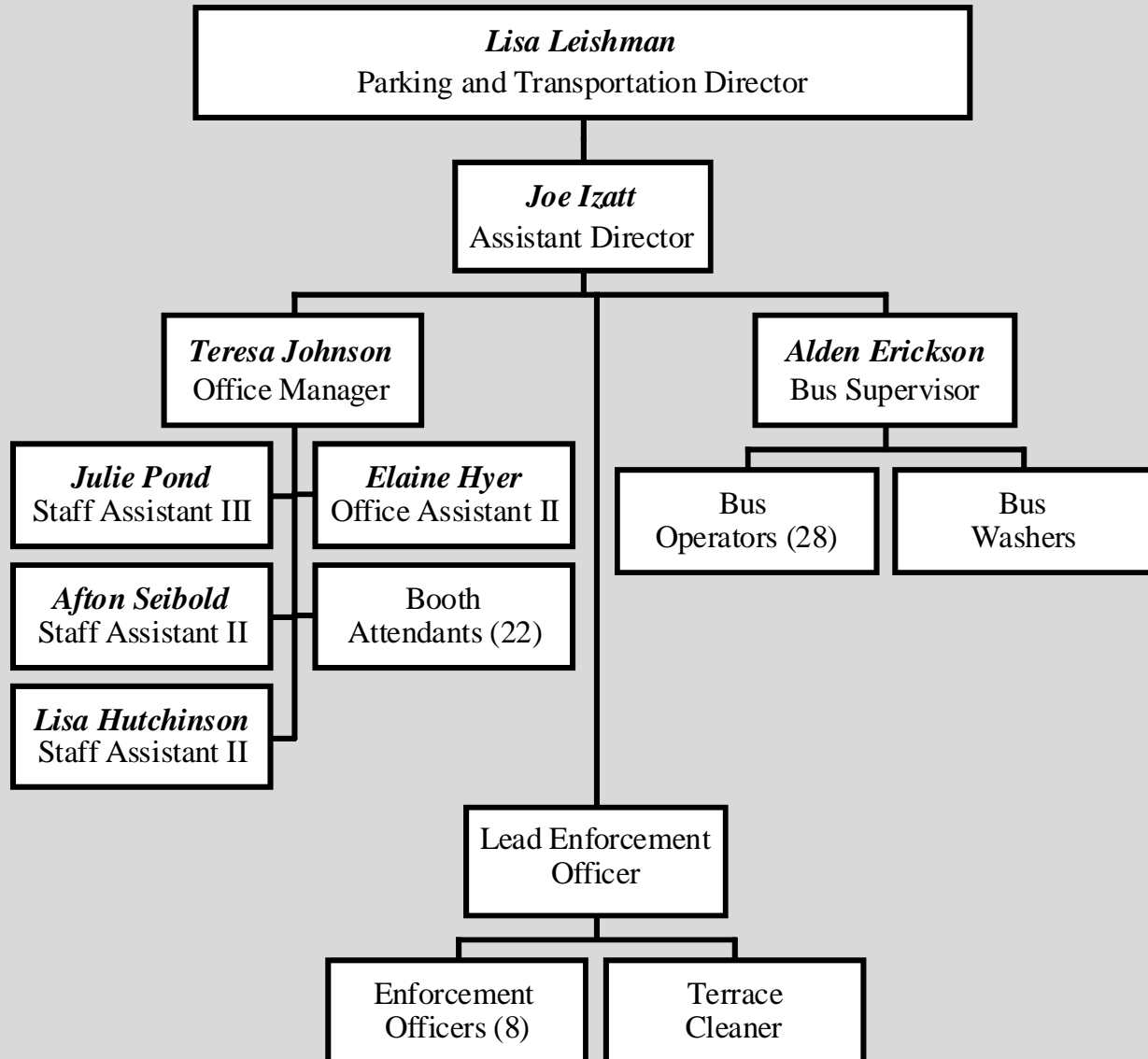
The Parking Office is responsible for regulating parking on the USU campus through the issuance of parking permits; enforcement of parking rules and regulations; the installation of parking signs, traffic control equipment, and parking meters; and the management of hourly pay parking areas. Our office is open Monday through Friday from 7:30 a.m. to 5:00 p.m. The office employs five full-time employees, one employee at 80% contract, and thirty student employees.

The Department is also responsible for the operation of the Aggie Shuttle. The Aggie Shuttle operates four fixed routes from 7:00 a.m. to 5:00 p.m. and one evening route operated from 5:00 p.m. to 7:00 p.m. This system is used by many students to reach central campus. The Aggie Shuttle employs one full-time employee and 28 student/part-time employees.

The Visitor Information Center is responsible for providing visitors, faculty, staff and students with accurate information regarding all aspects of the University, including building location, special events and parking information. The Visitor Information Center has been relocated to the entrance to the new Aggie Terrace at 600 North 700 East. Hours of operation are Monday through Friday from 7:30 a.m. to 5:30 p.m.



Parking and Transportation Services Organizational Chart



SIGNIFICANT ACCOMPLISHMENTS (What We've Done)

Completed Construction of New Aggie Terrace

After several construction delays, Parking and Transportation was pleased to announce the opening of the new Aggie Terrace located below the also newly constructed Living/Learning Community (LLC). Patrons, including residents of the LLC, faculty, staff and visitors, began parking in the new structure in January.

The new parking terrace consists of four levels with an entrance/exit on 700 East and another on Champ Drive by the Alumni House. Two elevators are available on each level. A Visitor Information Center (VIC) is located along 700 East to provide drive-up information to visitors. They may then enter the parking terrace or continue along 700 East to main campus. The VIC is open from 7:30 a.m. to 5:30 p.m., Monday through Friday.

Our office is excited about the completion of this facility and looks forward to having 612 more stalls to accommodate residents, commuter students, faculty, staff and visitors at a convenient location.

Accepted Delivery of Five New Buses

In October, five new buses began rolling on the USU campus. These new buses will increase dependability of the Aggie Shuttle, save the university money and also protect the environment. The buses operate on compressed natural gas (CNG), which decreases pollution on the USU campus because of the reduced particulates emitted into the air. Also, the buses are 40 feet long and can accommodate more passengers than the older, 32 foot buses. The buses were purchased on a capital lease program and will be paid for over the course of five years. The new buses also decrease the amount of money spent for maintenance since most work will be covered under the warranty. Alden Erickson, Aggie Shuttle Supervisor said, "Our new buses get better gas mileage, carry more passengers and are safer and more reliable. All around, they will be a great asset to the University."



(Significant Accomplishments)

Improved Several Parking Lots

The following improvements were made to various parking lots on campus:

- ▶ The lighting in the Big Blue Terrace was upgraded with fluorescent lights to improve visibility and safety.
- ▶ A vehicle drop-off was constructed at the site of the old Merrill Library in order to improve safety and convenience for those accessing south campus.
- ▶ The C1 parking lot located between the Business building and the old Merrill Library site was reconfigured to discourage illegal drop-offs and provide additional parking.
- ▶ The entrance to the B-Premium parking area was reconfigured to provide additional parking stalls and eliminate an old information booth that has not been staffed for several years.
- ▶ A wheelchair accessible ramp was constructed on the east side of the Big Blue Terrace to allow people with disabilities better access to the Taggart Student Center and the Military Science Building.
- ▶ A portion of the Aggie Village resident parking area that had experienced extensive dilapidation through the years was rebuilt.

Purchased New Software System

In order to improve customer service and record keeping functions, the Parking Office purchased a new parking management software system, T2. T2 is the leading provider of parking software in the country and has been delivering proven parking solutions since 1994. The primary advantages of the new software are improved customer record keeping, ability to sell parking permits and pay citations online and capacity to send outstanding citation notices via email.



Participated in Sub for Santa Gift Drive

To help the less fortunate during the Christmas season, the Aggie Shuttle once again participated with the Logan Transit District (LTD) and the Cache Valley Transit District (CVTD) in the Sub for Santa program. An Aggie Shuttle bus was parked near the fountain area by the Taggart Student Center for two weeks during the month of December. Donation bins were also placed in each of the buses so passengers could make donations toward the program. The Aggie Shuttle alone collected over \$9,000 in food, new toys, new clothes and cash donations. We are consistently the valley's largest contributor to the Sub for Santa program.

Provided Opportunity for People with Disabilities

Parking and Transportation Services is consistently looking at ways to save money and an opportunity presented itself this year to partner with the Center for Persons with Disabilities in hiring people with disabilities to clean the new Aggie Terrace and Aggie Shuttle buses. This relationship created a win-win situation because the work provided an employment opportunity for the individuals and it saved our department money since there was no cost involved. We will continue to work with the CPD and have appreciated their support of our operation.

Improved Amenities for Aggie Shuttle

Bicycle racks were installed on two Aggie Shuttle buses. The bicycle racks are made of steel and can hold up to two bicycles at once. Several students have taken advantage of having the bicycle racks on campus and additional racks will be added to other Aggie Shuttles in the future.

In order to improve the waiting time for the Aggie Shuttles, several cement pads were installed at various Aggie Shuttle bus stops. These include bus stops by the Agricultural Systems Technology & Education (ASTE) building, Aggie Village, and the Student Living Center.

GOALS

(What We Want To Do)

Modify Parking Area Designations

Our current parking area designations are a result of several modifications over the years. There is no rationale to their labels and seem to be confusing at times. Our office plans to assess these designations and make modifications as necessary. No changes in parking assignments will be made, only the names of parking locations. Once the designations have been determined, we plan to redesign our parking signs. Cost for this endeavor is minimal because we will be able to use existing metal signs.

Expand Charter Service

Our office receives numerous requests each year to provide bus service for large groups traveling off campus for various events. Currently, USU Motorpool rents vehicles of various sizes for this purpose, including a mini-bus which can accommodate up to 14 passengers. Parking and Transportation Services recognizes the University has a need for charter bus service. The Aggie Shuttle currently provides limited charter service to campus departments and other entities, but many requests are denied due to the distance requested or lack of available equipment. In addition, the Athletic Department and club sports have indicated a charter service would greatly support their operations.

The biggest advantage of offering this type of service will be the commercially trained, certified drivers who will be operating the vehicles. This provides a safer alternative to the university representatives driving. Other benefits include safer, more comfortable equipment; fewer USU vehicles on the road, keeping larger groups together; professors/coaches will have more time to interact with groups rather than driving; improved traveling image for USU; USU travel dollars remain on campus; and a self-supportive system.

Further Develop Department Liaison Program

Two years ago our department developed a liaison program wherein designated representatives were selected from each administrative department and college with whom our office could communicate when issues arose that directly affected their department/college. After visiting University of Colorado at Boulder and being introduced to their liaison program, it was determined that our program can be further

1. Modify Parking Area Designations

2. Expand Charter Service

3. Further Develop Department Liaison Program

4. Initiate Central Calendaring System

5. Expand Shuttle Service to the Brigham City Campus

(G o a l s)

developed. A comprehensive booklet will be compiled and distributed to each of the designated representatives so information about Parking and Transportation can be readily available. Consistent communication will take place with the liaisons, and information will be disseminated to the faculty and staff so they will know whom they should contact within their department for P&T information.

Initiate Central Calendaring System

Significant strides have been made this past year in having departments notify our department when special events are being held. Teresa Johnson, our Special Events Coordinator, regularly attends contract signings for special events so parking can be coordinated. These meetings consistently take place for events held in the Spectrum, Stadium or on the Quad; however, many other events are held on campus at other venues. Our office would like to coordinate with the departments on campus who host special events so parking arrangements can be negotiated and so our Visitor Information Specialist can better direct people to their destination.

Expand Shuttle Service to the Brigham City Campus

Students who attend USU at the Brigham City campus have expressed interest in expanding the Aggie Shuttle service from the main campus to Brigham City during evening hours. Offering this service could be feasible since the service would operate when most of the Aggie Shuttles are not being utilized. We will coordinate with representatives at Brigham City to investigate the possibility of offering service to their campus. (NOTE: This initiative has been implemented for the 2007-2008 academic year)



ADVISORY COMMITTEE

The role of the Parking and Transportation Advisory Committee is to formulate recommendations regarding parking policies. All recommendations are subject to adoption by the Administration. The committee membership represents faculty, staff and students. Membership consisted of the following individuals for the 2006-2007 academic year:

CONSTITUENCY REPRESENTED

MEMBER

FACULTY/STAFF MEMBERS

Chair	David Cowley
Faculty Senate	Eric Rowley
Faculty Senate	Stephen Allan
Faculty-at-Large	Rosemary Fullerton
Professional Employees Association	Bryan Earl
Classified Employees Association	Karen Hoffman

STUDENT MEMBERS

Executive Vice President	Troy Smith
Student Advocate	Josh Schultz
Natural Resources Senator	James Stuart
Agricultural Science Senator	Logan Ipsen
RHSA (Housing)	Steve Anderson

EX OFFICIO, NON-VOTING MEMBERS

Assistant	Tiffany Allison
USU Police	Steve Mecham
Facilities	Stanley Kane
Disability Resource Center	Diane Baum
Parking and Transportation Services	Alden Erickson
Parking and Transportation Services	Teresa Johnson
Parking and Transportation Services	Lisa Leishman
Parking and Transportation Services	Joe Izatt

A d v i s o r y C o m m i t t e e

During the 2006-2007 fiscal year, the Committee recommended and the Administration approved the following:

Faculty/Staff Parking Areas Remain Enforced until 5:00 p.m.

The C2 (across from Business building), central C (C3, C6, C7, and C8), and general A4 faculty/staff parking areas have opened to the public at 3:45 p.m. Parking and Transportation Services received numerous complaints from faculty/staff who have purchased permits who return to work in the afternoon and cannot find a place to park. Since these faculty/staff members have paid \$125, \$100 and \$85 respectively per year for their parking permit, the faculty/staff parking areas will now be enforced until 5:00 p.m.

Student B Parking Areas Remain Enforced until 5:00 p.m. (Economy Passes Allowed after 2:00 p.m.)

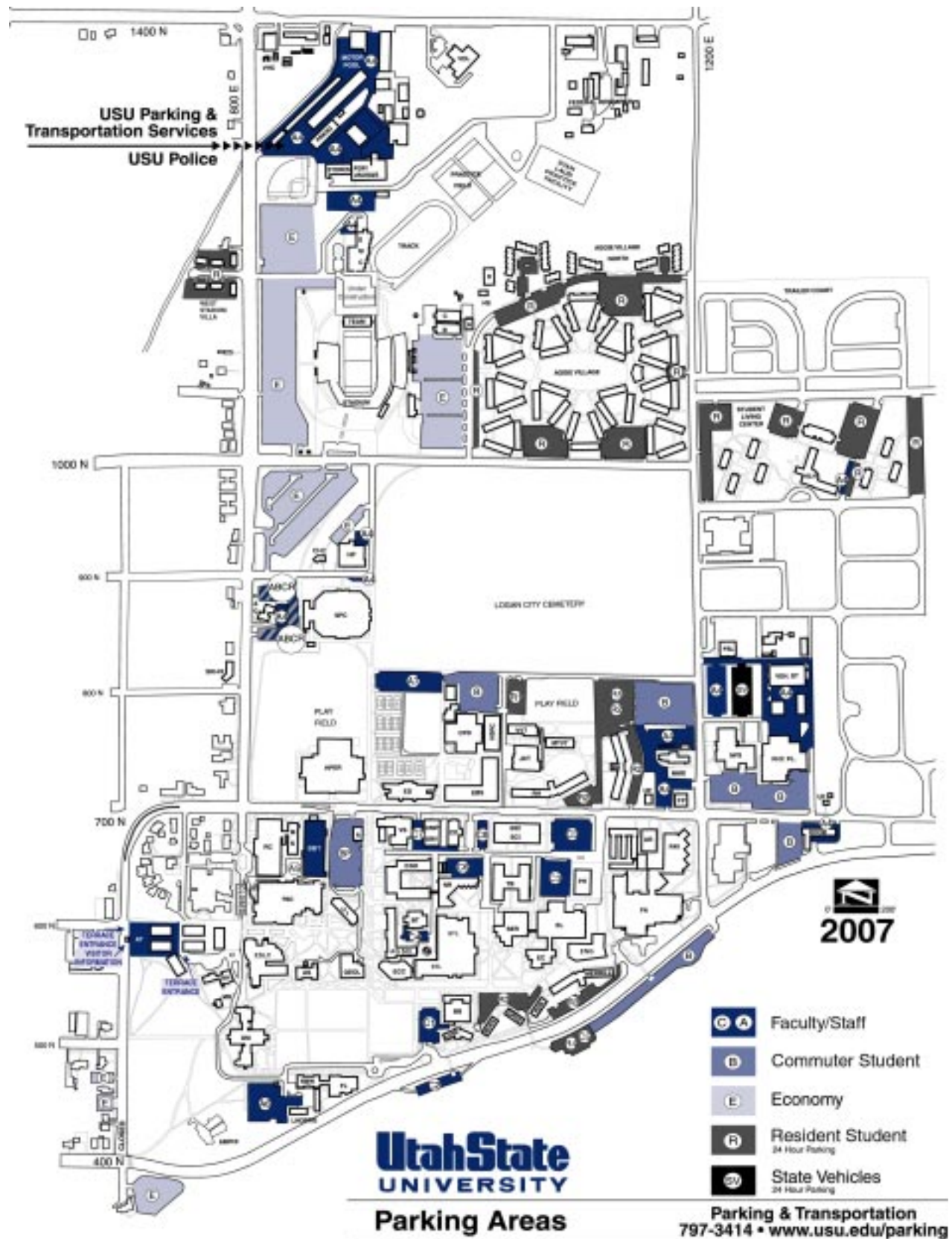
Student B parking areas (with the exception of B-Premium) have opened to the public at 2:00 p.m. Since the cost for a student permit has increased substantially over the past two years going from \$35 per year to now \$78 per year, Parking and Transportation wanted to increase the value of B permits by extending the times the student B lots were enforced. The student B parking areas (with the exception of B-Premium) now open to the public at 5:00 p.m., but these areas will be accessible to both economy passes and B Permits from 2:00 to 5:00 p.m.

Increase in Meter Rates from \$.50 per hour to \$.75 per hour

Representatives from Washington State University conducted a peer review and assessed USU's parking operations last spring. These representatives recommended that USU increase its meter rates to be more competitive with our terrace rates. In 2005, the parking terrace rate was increased from \$1.00 per hour (\$5.00 maximum daily rate) to \$1.50 per hour (\$7.50 maximum daily rate). Parking meter rates have not increased since 1995, so meter rates were increased from \$.50 per hour to \$.75 per hour.

Increase in annual rate for a Living/Learning Center Resident permit from \$100 to \$125.00 effective July 1, 2007 and \$150.00 effective July 1, 2008

Residents of the new Living/Learning Center park in the newly constructed Aggie Terrace. Since rates for resident parking areas have been based on convenience and proximity to both resident halls and central campus, the cost for an Aggie Terrace Resident permit was increased from \$100.00 to \$150.00 over a two-year period to reflect the premium of convenient, covered parking.



PARKING SPACE INVENTORY

	Location on Map	Regular	Disabled	Service
FACULTY/STAFF				
A4 Heat Plant	E3	13	1	
A4 ECOB	G7	31	1	
A4 PDP	B3	97	5	
A4 Public Safety	A3	13	1	
A4 Radio/TV	F6	203		3
A4 Spectrum	E3	34	2	
A4 Living Center	D7	19	1	
A4 Student Health	B3	13	3	2
A4 NFS	G6-7	117	4	
A5	G3		1	11
A6	J3	181	6	4
A7	F4	150	7	7
C1	J4	69	7	5
C2	J4	56		
C3	H5	47	3	
C3 North	G5	155	6	
C4	H4	24	2	3
C6	G4	44	2	9
C7	G4	33	3	10
C8	G4	31	4	1
Junction	F5	9		
TOTAL		1,409	60	58
STUDENT				
B-CPD	F4	166	16	
B-East	H6	194		
B-Premium	G3	140	7	6
NFS South	G7	130	3	17
ECOB West	G7	73	1	
B Radio	F6	241		
TOTAL		944	27	23

Here is a list of all parking spaces on campus, broken down by location.
Please refer to the map on page 15 for reference.

Meters	Motorcycle	Other
		1 Hazardous Waste/2 Small Business/2 Purchasing 4 Bid / 4 PDP Customer / 1 Visitor 8 Customer 1 Public Radio/5 University Press
	6	
		6 Client / 13 Patient
10		
		1 Bookstore / 3 Food 6 Child Lab
2	8	
		1 Carpool / 1 Classroom Technical Services 1 Carpool
8		
	10	1 Carpool
	10	3 Q / 2 Loading
	31	1 Carpool
		1 CPD / 1 Loading / 2 LARC / 2 Vet Sci 6 Communicative Disorders
24		
48	65	
		1 Loading / 11 Client See R4
8	5	
14	42	
	9	3 Museum / 1 Visitor
	7	
22	63	

2007 USU parking space inventory (continued)

	Location on Map	Regular	Disabled	Service
R E S I D E N T				
AV F1	C6	24	1	
AV F2	D6	97	1	
AV F3	D5	96	1	
AV F4	C4-D4	51	1	
AV F5	C5	71	1	
AV F6	C5-6	96	2	
Living Center	D7	538	9	
R1	F5	44	2	
R2	F5	325	2	5
R3	H5	153	2	3
R4 (B-East)	J5	75		
Townhouse	C5-6	92	4	
WSV	B2-C2	47		
TOTAL		1,709	26	8
E C O N O M Y				
400 North	K2	111		
700 East	J1	37		
Terraced	D3-E3	435		
Upper Terrace	E3	32		
Stadium East	C4-D4	420	1	
Stadium North	C3	85	4	
Stadium South	D3	13	1	
Stadium West	B3	1,110	8	
TOTAL		2,243	14	0
O T H E R				
ABCR Spectrum	E3	106	3	
Children's House	E3			
State Vehicle	F6	126		
Parking Terrace	G3	319	4	1
Old Main Drop	J2			
Old Main South	J3		3	6
TOTAL		551	10	7
GRAND TOTAL		6,865	137	96

Meters	Motorcycle	Other
		9 Other
	10	2 RA / 7 Visitor / 16 Overflow
	6	6 Visitor / 17 Overflow
	3	1 RA
	8	1 RA
	6	1 RA / 6 Visitor / 17 Overflow
	10	5 Maintenance
		1 RD
1	23	2 RD / 2 Maintenance
7	6	1 RD / 1 Maintenance
		2 RA / 17 Overflow
		2 RA
8	72	
	4	
		2 Client / 7 Q
		3 Visitor / 9 Maintenance
0	4	
47	3	8 Ticket
		5 Loading
3		1 Chem Stores Loading
6		
56	3	
134	207	



AGGIE SHUTTLE (What We Drive)

The Aggie Shuttle continues to be the most popular transportation alternative at Utah State University. Seven buses served the campus during peak hours on four different routes in addition to one van serving the Innovation Campus.

- The Stadium Express transported passengers from the Stadium Park & Ride area to the Nelson Fieldhouse near the Student Center. It operated from 7:00 a.m. to 6:00 p.m.
- The Campus Loop/Housing Express served the Residence Halls on the perimeter of campus and transported students parking in the “terraced” lots by the bull statue to the central campus area. It operated from 7:00 a.m. to 5:00 p.m.
- The 8th East Express transported passengers from the Agriculture System Technology and Education (ASTE) building, and the apartment complexes along 800 East to the Nelson Fieldhouse near the Student Center. It operated from 7:00 a.m. to 5:00 p.m.
- The South Campus Express transported passengers from the Stadium to the Merrill Library. It also stopped along 600 East and 500 North to accommodate those catching the bus below Old Main Hill. It operated on a 15 minute timed route from 7:00 a.m. to 3:00 p.m.
- The Evening Route combined the Stadium Express and the Campus Loop/Housing Express and operated from 5:00 to 7:00 p.m.

The Aggie Shuttle is proud to have the largest university compressed natural gas (CNG) shuttle system in the state of Utah as well as the Intermountain West. CNG is a cleaner burning fuel, which offers far less emissions and is more environmentally friendly than diesel. Ninety percent of our fleet is now operated by CNG. Since CNG fuel emits fewer particulates into the air and is much better for the environment, USU is able to contribute to the reduction of pollutants. We will continue to pursue the purchase of buses which operate on this cleaner fuel.

Our ridership reports are now more accurate than ever before. Rather than merely counting the passengers for two separate weeks each semester, we now count every passenger who enters the bus. During the 2006-2007 academic year, we carried over 900,000 riders. This is unheard of for a fleet of our size. The table below shows the comparison of ridership for the previous two years. In order to provide more specific information, we've also reported ridership for each of our routes.

Shuttle Ridership

2006-07	Fall Semester	Spring Semester	Total
8th East Express	146,299	138,477	284,776
Campus Loop	127,612	118,230	245,842
Stadium Express	149,086	137,242	286,328
South Campus Express	36,024	36,781	72,805
Evening Route	12,323	9,260	21,583
TOTAL	471,344	439,990	911,334

2005-06	Fall Semester	Spring Semester	Total
8th East Express	135,687	164,162	299,849
Campus Loop	105,266	139,740	245,006
Stadium Express	149,306	163,508	312,814
South Campus Express	22,051	42,461	64,512
Evening Route	7,037	8,400	15,437
TOTAL	419,347	518,271	937,618

2004-05	Fall Semester	Spring Semester	Total
8th East Express	166,382	121,516	287,898
Campus Loop	132,876	129,120	261,996
Stadium Express	174,675	194,680	369,355
South Campus Express	29,032	22,067	51,099
Innovation Campus	2,437	2,354	4,791
Evening Route	7,967	6,171	14,138
TOTAL	513,369	475,908	989,277



PARKING PERMITS

(What We Sell)

The USU Parking Office sells a variety of permits to the university community and visitors.

Student Parking Permits:

Students living off campus who wish to park their vehicle on campus have two permit options:

- A) B Permit - allows students to park in designated B areas and any Economy area.
- B) Economy Permit - allows students to park in designated Economy areas, which are primarily on the periphery of campus.

Students living in campus Resident Halls are required to purchase a permit to park in the area adjacent to their respective residences.

Faculty/Staff Parking Permits:

Any new faculty/staff member who wishes to park his/her vehicle on campus has the opportunity of purchasing either an A4 or Economy permit. Faculty/staff parking assignments are also made for specific parking areas in closer proximity to employment locations. Faculty/staff members must contact the Parking Office to be placed on a waiting list for these specific areas.

During the 2006-2007 fiscal year, \$577,000 was collected for permit revenue, compared to \$472,000 during 2005-2006. The number of permits sold this year compared to the two previous years is on the next page.

Parking Spaces and Permits

	Spaces	2004-2005 Issued	2005-2006 Issued	2006-2007 Issued	Subscription Percentage
FACULTY/STAFF PERMITS					
A2 - Big Blue Terrace		73	93	76	
AT - Aggie Terrace				93	
A4 - Radio/Spectrum		640	714	664	
A6 - S. Old Main	181	193	231	237	131%
A7 - HPER	150	224	226	260	173%
C1 - Business	69	56	55	82	119%
C2 - S. Library	56	70	72	68	121%
C4 - Ag. Science	24	25*	31	28	117%
C5 - Southeast Campus	35	28	29	38	109%
C9 - Indus. Sci.		57	58		
C - Central Campus	310	388*	410*	467	150%
JU - Junction	9	9	11	11	
X - Administration		24	31	29	
SUBTOTAL		1,787	1,961	2,053	
STUDENT PERMITS					
B		3,749	1,903	1,937	
Fall Semester		294	411	375	
Spring Semester		328	399	391	
Economy		2,167	2,504	2,377	
SUBTOTAL		6,538	5,217	5,080	
RESIDENT PERMITS					
R1 - Valley View		54	39	41	
R2 - Bullen, Richards		400	399	359	
R3 - MMGR		150	186	239	
R4 - MMGR		31	52	82	
R5 - MMGR		55	42	52	
PTR - Living/Learning Center				149	
LC - Living Center		408	489	532	
AV - Aggie Village		520	589	539	
TH - Town Houses		80	87	45	
SV - Stadium Villa		49	30	30	
SUBTOTAL		1,747	1,913	2,068	
OTHER					
E - Emeriti		212	190	189	
OM - Old Main Soc.		539	505	554	
MC - Motorcycle		400	359	848	
P - Parent (Edith Bowen)		84	74	70	
DS - Disabled		47	32		
PV - Private Vehicle		285	288	315	
GU - Guest		164	149	148	
CM - Commercial		100	80	94	
CN - Construction		20	28	17	
SW - Sidewalk		42	45	45	
SE - Service		395	404	390	
SUBTOTAL		2,288	2,154	2,670	
TOTAL PERMITS		12,360	11,245	11,871	

*Portion of parking area used for construction.

PARKING ENFORCEMENT

(What We Do)

During the academic year, the department employed ten part-time Parking Service Officers. One of their many responsibilities was to enforce the department's established rules and regulations. Parking enforcement is performed on a regular basis in order to place a value on parking permit purchases, increase the safety of the campus community, and to ensure appropriate access to campus. We plan to continue to ensure orderly parking and safe traffic flow on campus.

Following is a comparison of the number of citations that some of our peer institutions issued during 2006-2007:

Colorado State University	52,300
New Mexico State University	17,300
North Carolina State University at Raleigh	37,600
Oregon State University	15,000
Pennsylvania State University	34,000
Texas A&M	59,000
University of California - Davis	30,500
University of Utah	76,500
Virginia Tech	31,500
Washington State University	27,000
Weber State University	18,700
Utah State University	18,201

As you can see, the total number of citations that USU issues is lower than most benchmark universities.

Parking Citations Issued

	2004-2005	2005-2006	2006-2007
Staff Areas	2,625 (13.63%)	3,684 (20.78%)	3,032 (16.66%)
Student Areas	1,737 (9.02%)	2,134 (12.04%)	2,385 (13.10%)
Resident Halls	4,119 (21.39%)	4,052 (22.86%)	3,707 (20.37%)
Metered Areas	4,536 (23.55%)	2,775 (15.66%)	4,197 (23.06%)
Other	5,746 (29.83%)	4,620 (26.06%)	4,660 (25.60%)
Warnings	498 (2.59%)	460 (2.60%)	220 (1.21%)
TOTAL CITATIONS	19,261	17,725	18,201

Percent reflects portion of total citations issued that year

Parking and Transportation Services continues to operate an in-house maintenance program. In addition to maintaining signs, gates and parking meters, the department also paints parking spaces during the summer. This year, the department was able to have the State Correctional Department seal various parking lots on campus. This resulted in a financial savings for the department, and the amount of time the lots were closed was greatly reduced. The Enforcement Officers also provide assistance to many departments on campus for special events. We rent cones, delineators, and barricades and also provide traffic control as necessary.



VEHICLE IMPOUNDS & TOWS (What We Do)

The Parking and Transportation Department impounds or tows a vehicle only as a last resort. We have chosen to impound (boot) vehicles rather than tow, due to the added cost that towing gives to the violator, the anguish created by discovering your vehicle missing, and the extra effort required to retrieve a towed vehicle.

The most common reason a vehicle is impounded is due to outstanding citations. We attempt to provide sufficient opportunity for individuals to clear their citations before their vehicles are immobilized or towed through 30 day notices, windshield warnings, and each citation issued. Vehicles with four or more unsettled citations recorded at the Parking Office may be impounded.

During the 2006-2007 fiscal year, the Parking Office impounded (booted) 193 vehicles, compared to 206 vehicles the previous year. During this same year, the department towed 18 vehicles. The department has changed its towing procedures. In the past, when a vehicle was impounded, the owner had to come into the Parking Office by 4:00 p.m. that day or his/her vehicle was towed. Now we keep the "boot" on the vehicle overnight to give the owner the opportunity to pay the next day or even days later. He/she may even pay at the Police Department if the Parking Office is closed. The new procedure not only saves the owner at least \$50 in towing fees, but also the distress of having to retrieve his/her vehicle from an off-campus towing yard.



Vehicles may also be impounded for the following reasons:

- Parking in a disabled stall without a valid disabled permit.
- Parking in any area designated as "Tow Away Zone."
- Parking in such a manner that a hazard is created, such as parking on red curbs, sidewalks, fire lanes, hashed areas, or in roadways.
- Displaying a permit/possessing a gate opener that has been reported lost or stolen.
- Displaying a permit that has been forged.
- Abandoned vehicles: Any vehicle that is non-operational for a period of seven days will be deemed abandoned and will be impounded. Any vehicle parked on campus must be operational and have current registration.
- Parking on campus without license plates displayed on vehicle.

APPEALS

(What We Do)

If an individual receives a citation and believes he/she has grounds for an appeal, the citation may be appealed within 14 calendar days from the date of issuance by appearing at the Parking Office or submitting an on-line internet appeals form. The Appeals Officer reviews the appeal and makes one of the following decisions:

- **Reduce the fine.**
- **Grant the appeal and waive the fine.**
- **Deny the appeal, leaving the fine at the appropriate amount.**

The next page is a comparison of appeals submitted for the past three years.

If an individual does not agree with the decision of the Appeals Officer, he/she may appeal to the Director of Parking and Transportation. Of the 30 citations that were appealed to the Director, sixteen were excused, seven were reduced and seven were denied.

If the person does not agree with the Director's decision, he/she submits an appeal to the Appeals Committee. This Committee consists of a chair, a faculty/staff member and a student. The Committee is the final decision making body for appeals. No citations were appealed to the Appeals Committee in 2006-2007.

The department feels that the University's citation appeals process is extremely effective and fair. Only 6.5% of the citations that were written in 2006-2007, were appealed.

Parking Citation Appeals

2006-2007

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	345	470	246	12	43	65	1,181
% of Appeals	29.21%	39.80%	20.83%	1.02%	3.64%	5.50%	100.00%
% of Citations	1.90%	2.59%	1.35%	0.07%	0.24%	0.36%	6.50%

2005-2006

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	450	415	241	22	60	53	1,241
% of Appeals	36.26%	33.44%	19.42%	1.77%	4.83%	4.27%	100.00%
% of Citations	2.57%	2.36%	1.37%	0.13%	0.34%	0.30%	7.07%

2004-2005

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	613	363	267	21	40	69	1,373
% of Appeals	44.65%	26.44%	19.45%	1.53%	2.91%	5.03%	100.00%
% of Citations	3.18%	1.88%	1.39%	0.11%	0.20%	0.36%	7.13%

REPORT TO THE FACULTY SENATE
THE SCHOOL OF GRADUATE STUDIES
2006-2007

The School of Graduate Studies reports that graduate student enrollments for the 2006-2007 academic year saw record highs in both total enrollment at 3,848 and in doctoral enrollment specifically, with an increase from 623 to 637 students. The number of masters students also increased from 2,688 students in 2005-2006 to 2,892 students last year. This report will also provide information on initiatives of the Graduate School during last year and where major effort will be placed during the upcoming academic year. Primarily, we intend to continue major efforts to recruit students into USU graduate programs, generate additional support for graduate education, and continue to strive to make the Graduate School more responsive to the needs of USU's students and faculty.

We have organized this report into three sections. Part I outlines activities and achievements for 2006-2007. Part II provides general information about the mission of the Graduate School and information concerning last year's actions by the Graduate Council. Part III consists of statistics about USU's graduate education system. The appendix to this report contains tabulated data about last year's graduate students.

I. CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES

A. Changes and Achievements for 2006-2007

There were several changes in personnel of the School of Graduate Studies. Dr. Byron Burnham was named Vice Provost and Dean of the Graduate School effective June 1, 2006. Dr. Shelley Lindauer was named as Associate Dean. Other staff changes included the addition of Launa Julander in June, who replaced Marie Hicks at our reception desk. Marie Hicks moved into the application processing. Derri Dee Leonard replaced Teresa Passey as the Assistant to the Dean. We are pleased to announce that we can now post degrees for graduate students within 1-2 days upon the completion of their degree requirements, rather than at the end of the semester. The priorities for the School of Graduate Studies during the 2006-07 academic year continued to focus primarily on improvement of graduate recruitment efforts, addressing financial issues of graduate students through fellowships, awards, waivers, and tuition remissions, and health insurance for Graduate Assistants.

1. Graduate Student Recruitment

Dr. Shelley Lindauer made major efforts to advance and improve graduate student recruitment during 2006-2007. For example, Dr. Lindauer organized visits to a larger number of regional and national graduate student recruitment events and involved USU faculty and graduate students, awarded \$1,000 in funds to improve unit recruitment efforts to 20 departments, expanded regional and advertising of USU graduate programs, implemented GRE screenings to identify and acquire contact information for prospective students, and accumulated a total of over 6,000 referrals. New efforts were made to begin tracking students through the recruitment process to analyze the effectiveness of our recruitment strategy. We sponsored a one-day workshop featuring Tom Jackson, a nationally known authority on recruitment. Representatives from 26 departments attended. The Graduate School also continued to visit departments to discuss recruitment strategies and provided monetary support for departments to access recruitment training opportunities.

2. Graduate Student Funding

The Graduate School was able to continue financial support of graduate students with a variety of mechanisms, including continued fellowships available through the Inland Northwest Research Alliance (INRA), six Seely-Hinckley Scholarships, two Martin Luther King Fellowships, one Patel Fellowship, and ten dissertation fellowships (one more than last year). We provided substantial numbers of tuition waivers and remissions, and continued support for Native American students, and a fellow for the Western Historical Quarterly. Tuition awards and fellowship awards information were provided to colleges three months earlier than in previous years, allowing colleges time to recruit the very best students.

In addition to funding to support travel by graduate students presenting at professional meetings and conferences offered through the Graduate Student Senate, the Graduate School continued to offer travel funding for students to advance their scholarly efforts. We increased the amount available for student travel through help from the Vice President of Research.

3. Graduate Council Activities

Activities are described in more detail in a later section of this report.

4. Graduate Application Processing and Student Training

The School of Graduate Studies has made new advancements in electronic processing. Letters of recommendation are now being requested and received electronically. The student names his/her recommender on their online application and via our custom web application, the letter is requested and received in a much faster and efficient way than has ever been seen. We are also receiving admissions test scores (GRE, GMAT, etc.) electronically as well, which speeds up the receipt and processing. In short, with our digital filing system, we are almost entirely paperless at the SGS. We can now process applications in just a few days, rather than weeks. We have also revamped our website to be more user-friendly and informative.

II. MISSION OF THE SCHOOL OF GRADUATE STUDIES

A. Graduate Council

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2006-2007.

<u>Representative</u>	<u>Representing</u>
Kenneth L. White	Agriculture
Glenn McEvoy	Business
Susan Crowley	Education
Marv Halling	Engineering
Richard Cutter	Science
Kelli Cargile-Cook	HASS
Eugene Schupp	Natural Resources
John Elswailer	Library
Byron Burnham	School of Graduate Studies
Maure Smith	Graduate Student Senate President
Ben Sessions	Graduate Student Senate Vice President

1. Major Graduate Council Actions: 2006-2007

A proposed Educational Specialist Degree (EdS) in School Psychology was approved (11/08/07).

A proposal from the Department of Special Education and Rehabilitation and the Department of Communicative Disorders and Deaf Education to create a Speech-Language Pathology specialization was approved (01/10/07).

A proposal from the Department of Business Information Systems to change the name of majors, minor, emphasis, and specialization from "Business Information Systems" to "Management Information Systems" was approved (01/10/07).

A proposal from the Chemistry and Biochemistry Department regarding a cooperative PhD program between Nankai University, China, and USU was approved.

B. Funding for Graduate Students

The following funds were made available for student support through the School of Graduate Studies in 2006-2007:

\$180,000	Presidential Fellowships
195,000	Research V.P. Fellowships
\$22,879	Seely-Hinckley Scholarships *
\$4,417,222	Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission, and Instate Tuition Scholarships
\$4,815,101	Total

*Financial Aid academic year (fall 06, spring 07, summer 07)

C. Graduate Student Travel

The Graduate Student Senate (GSS) administers funds from the School of Graduate Studies and from the Vice President for Research for travel cost for graduate students who present papers at professional meetings. Master's students are eligible for one \$300 award and doctoral students are eligible for two \$300 awards during their degree programs. Students can receive funding for USU-generated papers presented up to three months after graduation, with appropriate recognition of USU on the paper.

Of the 148 graduate students who applied for travel funds in 2006-2007, 142 actually traveled, with a total expenditure of \$42,915. There were 17 fewer awards than in 2006-2007.

III. ENROLLMENT INFORMATION

A. Applications

The total number of applications increased from 2,726 in 2005-2006 to 2,897 in 2006-2007, an increase of 171 applications, about 7%.

B. Enrollments

Total matriculated graduate student enrollment for Fall 2006 was 3,529, nearly 15% of all USU students and a 6% increase from Fall 2005 (Table 3).

The number of master's students for 2006-07 increased by 7.6% from 1,994 to 2,892 students (Table 3). There was an increase of 14 doctoral students to a total of 637 for Fall 2006, a 2.2% increase from Fall 2005 (Table 3) and a new record high.

C. Degrees Awarded

There were 243 master's and 36 doctoral degrees posted Summer 2006, totaling 279. There were 236 master's and 25 doctoral degrees posted for Fall 2006, a total of 261. An additional 267 master's degrees, 1 post-master's degree, and 24 doctoral degrees were posted Spring 2007, a total of 292.

TABLE 1

**Scholarship In-State Tuition Awards
2006-07**

<u>College</u>	<u>Resident Semesters</u>	<u>Nonresident Semesters</u>
Agriculture	1	2
Business	4	2
Education	9	3
Engineering	6	2
HASS	3	2
Natural Resources	3	2
Science	<u>5</u>	<u>3</u>
	31	16

TABLE 2**Graduate Applications for Admission
to Graduate Study
1989-90 to 2006-07**

<u>Requested Year of Study</u>	<u>Number</u>
1989-90	(NA, computer failure)
1990-91	2469
1991-92	2667
1992-93	3162
1993-94	2933
1994-95	3203
1995-96	2997
1996-97	3085
1997-98	2586
1998-99	2360
1999-2000	2825
2000-01	3039
2001-02	3183
2002-03	3316
2003-04	2994
2004-05	3024
2005-06	2726
2006-07	2897

TABLE 3

**USU FALL QUARTER/SEMESTER MATRICULATED
GRADUATE STUDENT ENROLLMENT, BY LEVEL, 1994-2006**

<u>Year</u>	<u>Master's</u>			<u>Doctorate</u>			<u>Total</u>	
	<u>N</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u> Change
1994	1,771	54	3.1	490	13	2.7	2,261	3.1
1995	1,791	20	1.1	498	8	1.6	2,289	1.2
1996	1,862	71	4.0	459	-39	-7.8	2,321	1.4
1997	2,120	258	13.9	397	-62	-13.5	2,517	8.4
1998	1,716	-404	-19.1	369	-28	-7.1	2,085	-17.2
1999	1,914	198	11.5	368	-1	-0.3	2,282	9.4
2000	1,812	-102	-5.3	398	30	8.2	2,210	-3.2
2001	2,037	225	12.4	406	8	2.0	2,443	10.5
2002	1,956	-81	-4.0	490	84	20.7	2,446	0.1
2003	2,014	58	3.0	539	49	10.0	2,553	4.4
2004	1,993	-21	-1.0	591	52	9.6	2,584	1.2
2005	2,688	695	34.9	623	32	5.4	3,311	28.1
2006	2,892	204	7.6	637	14	2.2	3,529	6
<hr/>								
Change								
1994-2006		1121	63.3		147	29.3	1,268	56

Source: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002-2006 Enrollment Summary Report

Professional Responsibilities and Procedures Committee

Agenda for September 17, 2007

Old Business

- I. Minutes of April 9, 2007 meeting: comments, changes, approval.
See attachment PRPC minutes 4-9-07.
- II. Representation of Extension and RCDE on Faculty Senate 402.10.1 and 402.12.1(2)(3). As chair of the Committee-on-Committees, Will Pependorf wanted to state for the record that the apportionment process must be resolved with the RCDE faculty members. A motion was approved to send this code back to PRPC for final code writing. Britt will contact Ronda Menlove about discussions that were to take place over the summer. Dave Hole went through the code and identified occurrences of the word "extension" that might need to be changed. I have attached the document with highlights.
See attachment "Extension code review."
- III. Academic Freedom and Professional Responsibility 403.1 and 403.3.1. PRPC was charged to review code that was apparently lost in the shuffle after the May 1, 2006 faculty senate meeting, related to Academic Freedom and Professional Responsibility (403.1 and 403.3.1). However, it looks like this code actually did go to the President and Regents for approval, but there is a question about 403.4 Procedures for Alternative Course Requirements due to Conflicts with Sincerely Held Core Beliefs. PRPC needs to review code to make sure approved changes were implemented and identify any code that was approved by Faculty Senate but didn't go forward for approval. Britt will investigate and bring a summary to the PRPC meeting.

New Business

- I. Reasons for NonRenewal 407.7.2 As stated, the code could (or does) vest complete control of the pre-tenure probationary period in the hands of the department head or other administrator, without outlining a role for the T&P committee. We have been charged to draft language including the T&P committee in decisions regarding nonrenewal prior to the end of the pre-tenure probationary period. As I understand the charge, we are to make the language parallel with the denial of tenure. The code states: "A denial of tenure shall be based upon tenure advisory committee review (policy 405.7.2)" but the language for nonrenewal prior to the end of the pre-tenure probationary period states "nonrenewal prior to the end of the pre-tenure probationary period for tenure eligible faculty is an administrative decision of the department head, director, dean, or vice president and must be approved by the Provost and President. Nonrenewal prior to the end of the pre-tenure probationary period *may* [italics added] be based on tenure advisory committee review (policy 405.6.2(1))."
See attachment: "407.7.2 Reasons for NonRenewal"

- II. FSEC has proposed to seat a separate, temporary committee whose single purpose would be to identify inconsistencies and contradictions within the Code. Doug Ramsey asked if PRPC actively does this type of reading and re-reading of the faculty code in order to identify potential issues, and if not, what recommendations PRPC would have relative to activating, populating, and charging such a committee to make a thorough review of the code. I replied to Doug that we don't as a general habit review the code for previously unidentified issues, as our meetings tend to be taken up by specific issues. We do review the code for any impact current changes will have, but we don't regularly review the code in its entirety. See attachment "Temp committee to review code" for a summary.
- III. Faculty Senate Supernumerary 402.3.1. PRPC was charged to add a reference to code 402.7.3 to the bottom of code 402.3.1 (just as a reminder). See attachment: "402.3.1 President supernumerary"
- IV. Senate Standing Committees 402.12.1(2)(b). PRPC charged to change the wording from 'Vice President' to 'President-Elect' for consistency. See attachment: 402.12.1 Senate vice president

Resolution in support of the President's signing of the Climate Commitment

President Stan Albrecht has joined presidents and chancellors throughout the United States in a stand to address global warming by becoming a charter signatory to the American College & University Presidents Climate Commitment.

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